



U.S. Fire Administration
Working for a fire-safe America

National Fire Incident Reporting System

Step-by-Step Guide to Bulk Importing



Office of Commissioner of
Insurance and Safety Fire
Protect | Enforce | Educate | Inform

1. NFRIS Import File

1. Must be an NFRIS delimited transaction
2. Formats: Text (ANSI), Text (UTF-8), or Zipped
3. Browsers: IE, Edge

[illegible]

2. Login to eNFRIS

Permissions-based: to use the import incident utility, the user must have the correct incident/FD and the Bulk Import permission.

these tools. Contact your state's NFIRS program manager for these tools.

NFIRS State & Local Users and Vendor Login

ALL fields are required. Not yet registered? [Register as a State & Local User](#) OR [Register as a Vendor](#).

*NFIRS Username [Forgot Username?](#)

*NFIRS Password [Forgot Password?](#)

Login with Username & Password

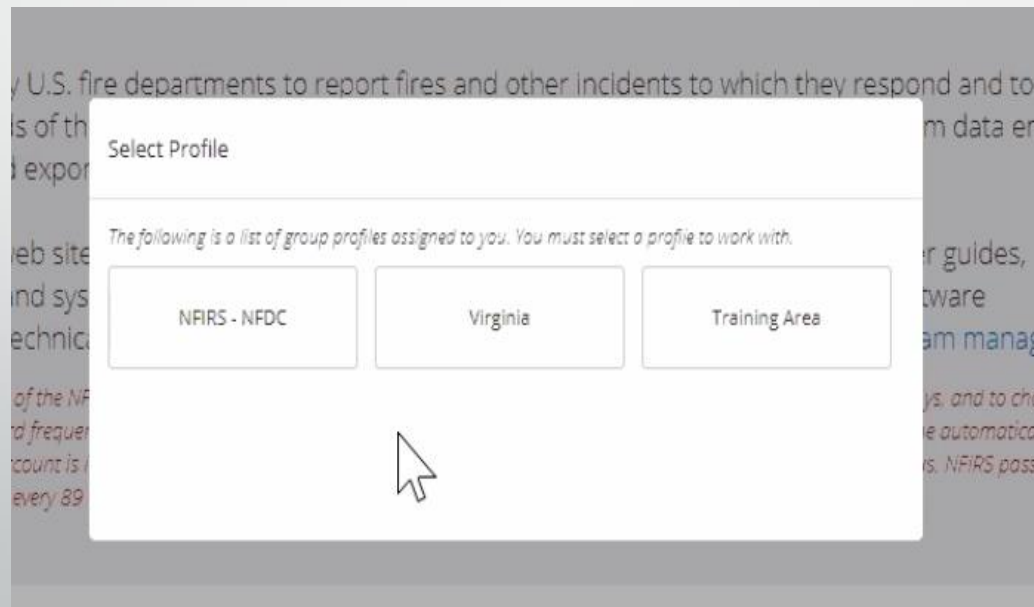
You are accessing a U.S. Government information system, which includes (1) this computer or device used to access this system, (2) all computers or devices, virtual or otherwise, connected to this government network, and (3) all devices or

Link to new webpage will be sent once upload is complete.

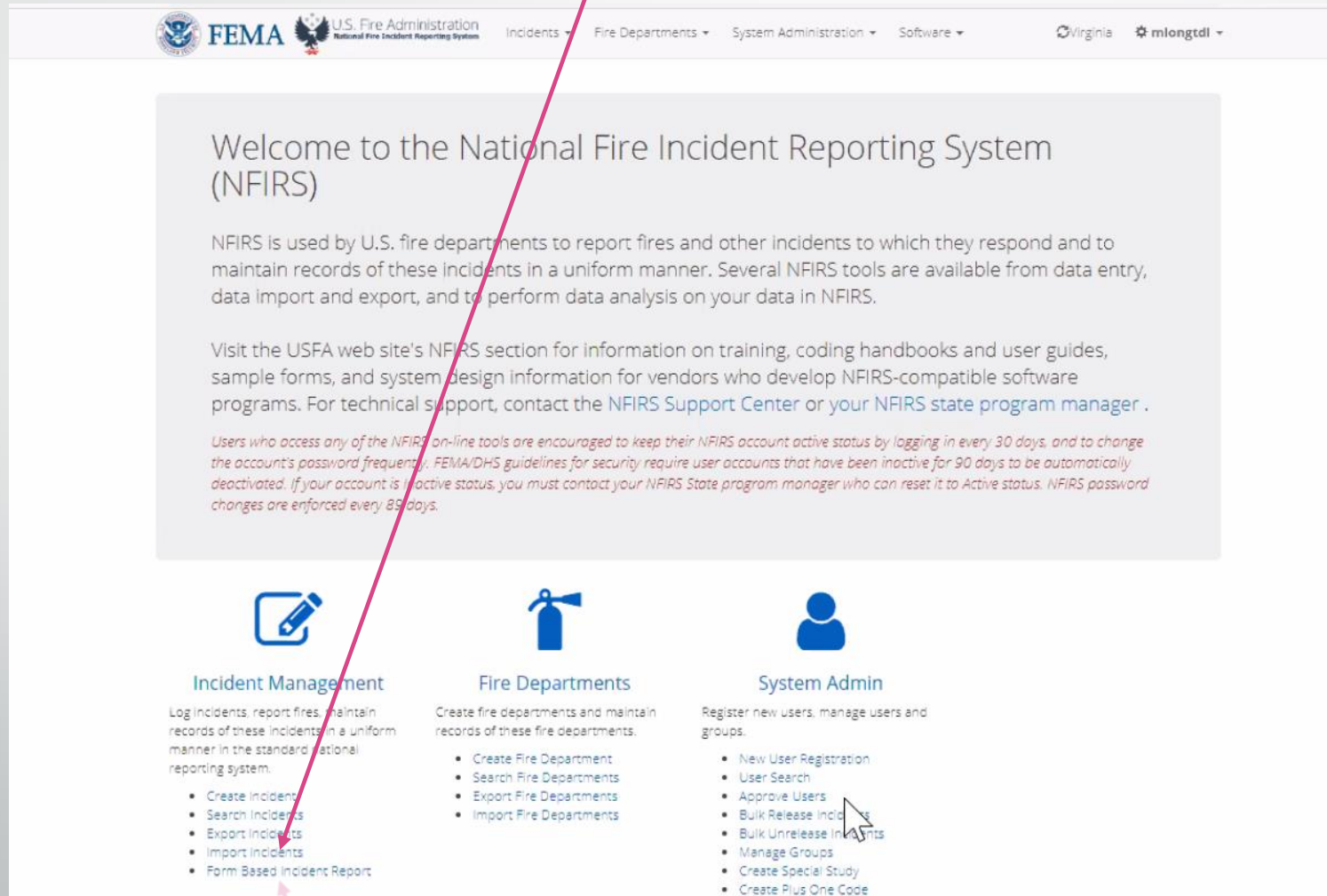
3.View of Profile inside eNFRIS

Multiple Fire Departments

If you are working for multiple fire departments, all departments will be listed on this page. Insure you select the correct department. If the file is uploaded in the wrong department it will be rejected.



4. On Main Screen Inside eNIFRIS, Select “Import Incidents”



The screenshot shows the eNIFRIS main screen. At the top is a navigation bar with the FEMA and U.S. Fire Administration logos, and links for Incidents, Fire Departments, System Administration, and Software. The main content area has a welcome message and a list of three main functions: Incident Management, Fire Departments, and System Admin. A red arrow points from the title '4. On Main Screen Inside eNIFRIS, Select “Import Incidents”' to the 'Import Incidents' option in the Incident Management list.

Welcome to the National Fire Incident Reporting System (NFIRS)

NFIRS is used by U.S. fire departments to report fires and other incidents to which they respond and to maintain records of these incidents in a uniform manner. Several NFIRS tools are available from data entry, data import and export, and to perform data analysis on your data in NFIRS.

Visit the USFA web site's NFIRS section for information on training, coding handbooks and user guides, sample forms, and system design information for vendors who develop NFIRS-compatible software programs. For technical support, contact the [NFIRS Support Center](#) or your [NFIRS state program manager](#).

Users who access any of the NFIRS on-line tools are encouraged to keep their NFIRS account active status by logging in every 30 days, and to change the account's password frequently. FEMA/DHS guidelines for security require user accounts that have been inactive for 90 days to be automatically deactivated. If your account is in inactive status, you must contact your NFIRS State program manager who can reset it to Active status. NFIRS password changes are enforced every 89 days.

Incident Management	Fire Departments	System Admin
<ul style="list-style-type: none">Log Incidents, report fires, maintain records of these incidents in a uniform manner in the standard national reporting system.Create IncidentSearch IncidentsExport IncidentsImport IncidentsForm Based Incident Report	<ul style="list-style-type: none">Create fire departments and maintain records of these fire departments.Create Fire DepartmentSearch Fire DepartmentsExport Fire DepartmentsImport Fire Departments	<ul style="list-style-type: none">Register new users, manage users and groups.New User RegistrationUser SearchApprove UsersBulk Release IncidentsBulk Unrelease IncidentsManage GroupsCreate Special StudyCreate Plus One Code

6. Prompt Page (Inputting Files to Upload)

1. It is very important that you have the correct email listed in this section, as you will receive all notifications through the inputted email.
2. Accept "Invalid Incidents" and "Overwrite Existing Incidents" (*always choose yes for these options*)
3. Choose File- Can upload 3 text files at a time or up to 10 files within a zip file at a time.
4. Once uploaded, choose "Import Files."

The screenshot shows the 'Bulk Import Utility' web form. It includes a header with the utility name, a section for 'Bulk Import Incidents' with instructions, and a form area with several fields. Arrows from the numbered list point to the following elements:

- Arrow 1 points to the 'Email Address' field, which contains 'melong23236@yahoo.com'.
- Arrow 2 points to the 'Accept Invalid Incidents' and 'Overwrite Existing Incidents' checkboxes, both of which have 'Yes' selected.
- Arrow 3 points to the 'File 1', 'File 2', and 'File 3' upload sections, each with a 'Choose File' button.
- Arrow 4 points to the 'Import Files' button at the bottom of the form.

The form also includes a 'Bulk Import Report' button and a 'File Guidelines' section on the right side.

Bulk Import Utility

Bulk Import Incidents
Select the Incident Information files to be imported to the National Database. The email address below will receive import results.
Note: To Import fire department information files, select the Import Fire Departments link above.
Important: Please note that an incident occurring on or after 01/01/2005 will be marked as Invalid if overwritten with invalid incident data regardless of its previous validation state.

The asterisk (*) denotes a required field.

*Email Address
e.g., john.doe@gmail.com

Accept Invalid Incidents Yes No
Overwrite Existing Incidents Yes No

*File 1 No file chosen
File 2 No file chosen
File 3 No file chosen

File Guidelines

File Names

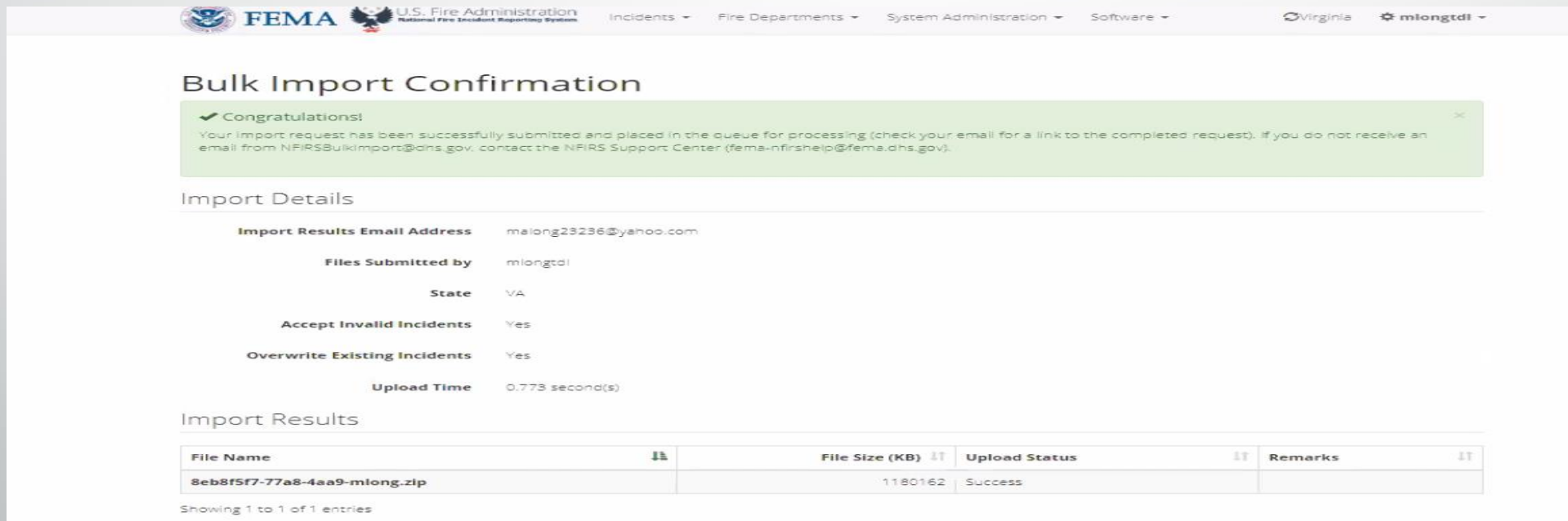
- May contain: alphabetic characters (a to z)
- May contain: numeric digits (0 to 9)
- May ONLY contain the following special characters: @ (at sign), . (period), (underscore), - (hyphen)
- No other special characters will be accepted

File Content Type and Number

- File content type has to be either: text/plain or application/zip
- File of content type application/zip must only contain: plain text files
- File of content type application/zip can contain: up to 10 files
- A maximum of 30 plain text files are allowed
- File content type has to be either incident data or fire dept info data
- A zip file cannot contain both incident data files and fire dept info data files
- Fire Dept information files must be uploaded separately, on the Fire Dept info upload page

7. Screen That Appears After All Files Have Been Inputted Into the System

Submitting a job just means it is in the queue waiting to process. You will receive a confirmation email once the process is complete.



The screenshot shows the FEMA Bulk Import Confirmation page. At the top, there is a navigation bar with the FEMA logo, U.S. Fire Administration logo, and links for Incidents, Fire Departments, System Administration, and Software. The user is logged in as 'Virginia' with the username 'mlongtdl'. The main heading is 'Bulk Import Confirmation'. Below this is a green success message box with a checkmark icon, stating 'Congratulations! Your Import request has been successfully submitted and placed in the queue for processing (check your email for a link to the completed request). If you do not receive an email from NFIRSBulkimport@dhs.gov, contact the NFIRS Support Center (fema-nfirshelp@fema.dhs.gov)'. Below the message is the 'Import Details' section, which lists the following information: Import Results Email Address (mlong23236@yahoo.com), Files Submitted by (mlongtdl), State (VA), Accept Invalid Incidents (Yes), Overwrite Existing Incidents (Yes), and Upload Time (0.773 second(s)). At the bottom is the 'Import Results' section, which contains a table with one entry. The table has columns for File Name, File Size (KB), Upload Status, and Remarks. The entry shows a file named '8eb8f5f7-77a8-4aa9-mlong.zip' with a size of 1180162 KB and a status of 'Success'. Below the table, it says 'Showing 1 to 1 of 1 entries'.

Bulk Import Confirmation

✓ **Congratulations!**
Your Import request has been successfully submitted and placed in the queue for processing (check your email for a link to the completed request). If you do not receive an email from NFIRSBulkimport@dhs.gov, contact the NFIRS Support Center (fema-nfirshelp@fema.dhs.gov).

Import Details

Import Results Email Address	mlong23236@yahoo.com
Files Submitted by	mlongtdl
State	VA
Accept Invalid Incidents	Yes
Overwrite Existing Incidents	Yes
Upload Time	0.773 second(s)

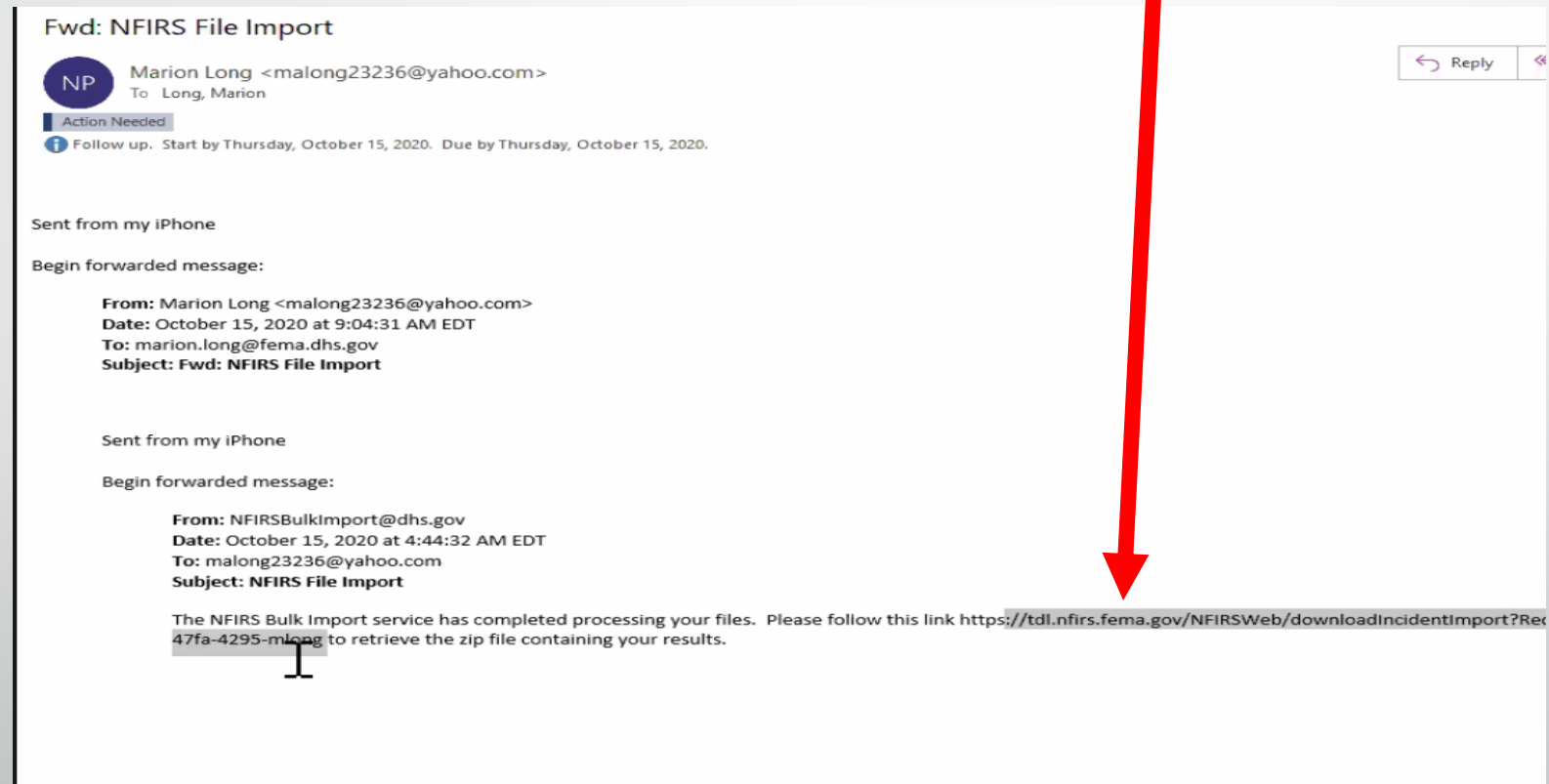
Import Results

File Name	File Size (KB)	Upload Status	Remarks
8eb8f5f7-77a8-4aa9-mlong.zip	1180162	Success	

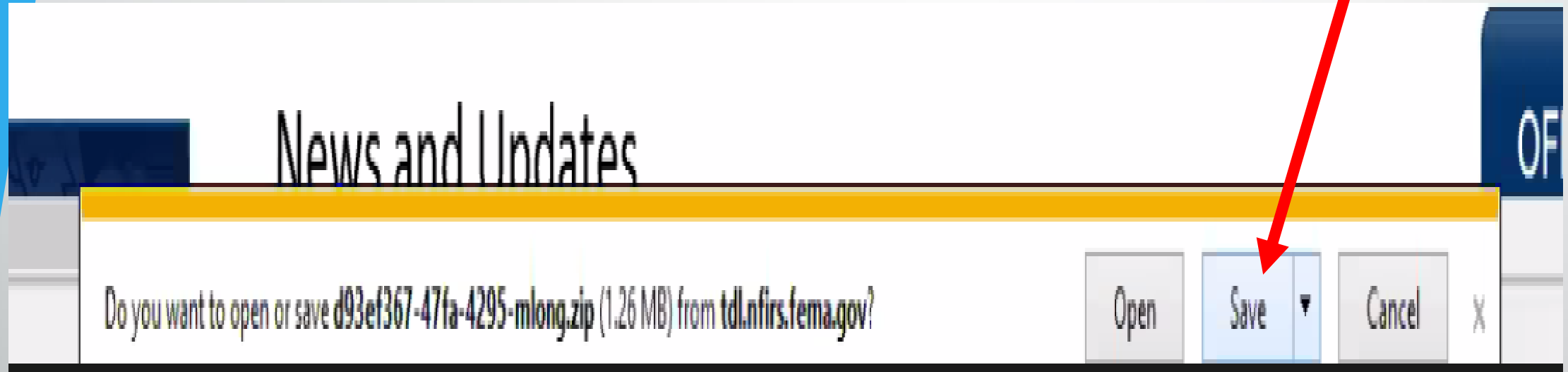
Showing 1 to 1 of 1 entries

8. Email Will be Received Once Uploaded. This Email Will Advise if There Were Errors.

To view errors click link listed in email.

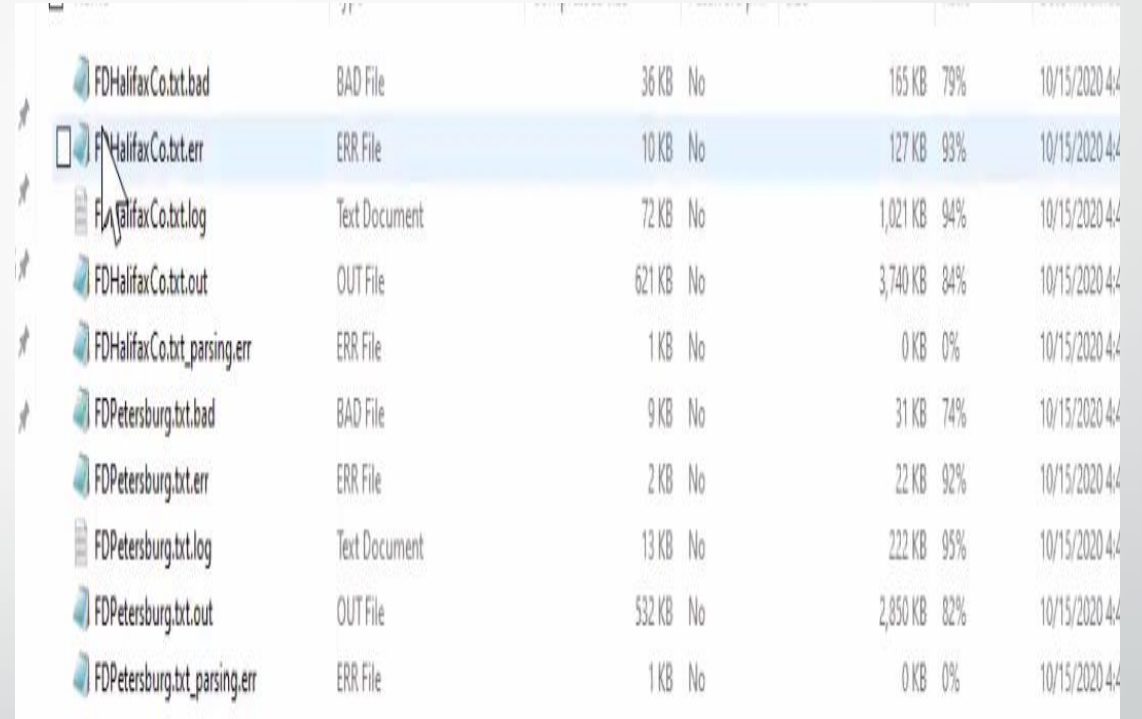


9. After Selecting the Link, a Box Will Appear in the Bottom of Your Screen. Click “Save.”



10. Types of Files That Will be Received in the Email

1. **.TXT** – Incident Validation
2. **.ERR** – Critical Incidents, Warning Incidents
3. **.BAD** – Contains the import transaction records of only those incidents with critical and warning errors.
4. **.OUT** Contains the import transaction records of all incidents.
5. **Parsing file**
 1. NFRIS 4.1 reference (Disregard this file)



FDHalifaxCo.txt.bad	BAD File	36 KB	No	165 KB	79%	10/15/2020 4:4
FDHalifaxCo.txt.err	ERR File	10 KB	No	127 KB	93%	10/15/2020 4:4
FDHalifaxCo.txt.log	Text Document	72 KB	No	1,021 KB	94%	10/15/2020 4:4
FDHalifaxCo.txt.out	OUT File	621 KB	No	3,740 KB	84%	10/15/2020 4:4
FDHalifaxCo.txt_parsing.err	ERR File	1 KB	No	0 KB	0%	10/15/2020 4:4
FDPetersburg.txt.bad	BAD File	9 KB	No	31 KB	74%	10/15/2020 4:4
FDPetersburg.txt.err	ERR File	2 KB	No	22 KB	92%	10/15/2020 4:4
FDPetersburg.txt.log	Text Document	13 KB	No	222 KB	95%	10/15/2020 4:4
FDPetersburg.txt.out	OUT File	532 KB	No	2,850 KB	82%	10/15/2020 4:4
FDPetersburg.txt_parsing.err	ERR File	1 KB	No	0 KB	0%	10/15/2020 4:4

An abstract graphic design featuring a large, stylized 'L' shape. The 'L' is composed of two main parts: a vertical bar on the left and a horizontal bar at the bottom. The vertical bar is a solid blue color, while the horizontal bar is a solid grey color. The background is a light blue-grey gradient. The overall composition is minimalist and modern.

[illegible]

Valid Imports:11490

[illegible]

11. How to Make the .ERR File Easier to Read

1. Open Excel
2. Select Open
3. Select Browse
4. Change all excel files to all files
5. Location/Select the .ERR file
6. Select Open
7. Text import wizard, Step 1 of 3
 1. Set data type to delimited
 2. Select Next

8. Text Import Wizard, Step 2 and 3
 1. Select the file's delimiter
 - Tab
 - Other, ^
 - Other, |
9. Text Import Wizard, Step 3 of 3 (Data Preview)
 - Chg. Col. 1 (FDID) to Text.
 - Chg. Col. 3 (Inc. Data) Date: MDY
 - Chg. Col. 4 (Inc. No.) to Text.
 - Chg. Col. 5 (Exposure) to Text.
 - Select Finish

11. How to Make the .ERR File Easier to Read

(Continued)

Format Worksheet

1. Resize Columns
2. Insert Row Above Row #1
3. Label Columns in the blank, row #1, e.g.,
 - A. FDID
 - B. STATE
 - C. DATE
 - D. INC NO.
 - E. EXP.
 - F. MODULE
 - G. ERR MSG.
 - H. ERR TYPE
 - I. DATA FIELD

4. Resize Columns
5. Freeze Panes
 - Select cell E2
 - Select View
 - Select Freeze Panes
 - Select Freeze Panes
6. Filter Columns
 - Select A1
 - Select Data
 - Select Filter
7. Save Workbook
 - When saving change file type to .xlsx

More information will be coming soon.
For Questions please call:

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